



MECKLENBURG COUNTY IS SEEKING A CLERK TO THE BOARD

CANDIDATE PROFILE

Mecklenburg County is home to approximately 1,000,000 residents and the City of Charlotte. With 6.9 million residents within 100 miles, Mecklenburg County and Charlotte lie in the heart of a region that is the sixth largest urban area in the United States.

Mecklenburg County has the largest population of any county in the State of North Carolina. The County includes the City of Charlotte; towns of Cornelius, Davidson, and Huntersville (north of Charlotte); and the towns of Matthews, Mint Hill, and Pineville (south and southeast of Charlotte). Mecklenburg County is the most populous county between Atlanta, Georgia and Washington, D.C. In fact, between 2005 and 2015, the metropolitan region's population growth rate averaged 2.6 percent.

Over the last decade, Mecklenburg County has attracted a large and growing number of people from around the country and the world. As a major hub for American Airlines – one of the country's largest airlines – it is easy to get to Mecklenburg

County. This access has helped attract several Fortune 500 and 1000 companies that bring millions of investment dollars into the local economy. With a world-renowned park and recreation system, a range of professional and minor league sports teams, and diverse communities, people who come to Mecklenburg County find an energized downtown and a variety of living options.

The North Carolina Constitution gives residents of all counties the right to elect a Board of County Commissioners (BOCC). Since 1994, Mecklenburg County has been governed by a nine-member BOCC with six members elected by districts and three elected at –large. The BOCC appoints a County Manager who is the CEO of the organization. For more information about Mecklenburg County, please visit the County website at MeckNC.gov

Mecklenburg County provides an environment where you can touch and enrich lives everyday in countless ways. It's not just a place to work –

for some, it's an opportunity to serve their neighbors and make a difference in our community. For others, the role they take on fulfills a lifelong pursuit in an area of study. Whatever the reason you choose to work for the County, there is an opportunity for personal growth, professional development, and to truly make a difference in people's lives.



REPORTS/RELATIONSHIPS

The Mecklenburg BOCC's vision for the community can be summed up as "Mecklenburg County will be a community of pride and choice for people to LIVE, LEARN, WORK, and RECREATE." To carry out this vision, county services are provided to meet the community's priorities, as defined by the BOCC, and funded through property taxes, local sales taxes, fees, and other sources. The Board's primary responsibilities are to adopt an annual budget, set a property tax rate, and establish priorities to address the County's needs,

especially in the areas of health, education, welfare, and mental health. The Board's priorities are carried out by a staff of almost 6,000 employees led by the County Manager who is appointed by, and reports to, the BOCC.

In addition to the County Manager, the County's Executive Team, which provides policy planning and management oversight for County operations, consists of the following individuals who report directly to the County Manager: Assistant County Manager/Chief of Staff; Assistant

County Manager-Human Services Agency; Assistant County Manager-Financial Services; and Assistant County Manager-Sustainable Communities. Assistant County Managers are appointed by and under the general direction of the County Manager. The Clerk to Board, although appointed by and serves at the pleasure of the BOCC, reports to the County Manager or her designee, which in Mecklenburg County is the Assistant County Manager/Chief of Staff.

ESSENTIAL FUNCTIONS

- »» Attend all meetings of the Board of County Commissioners and prepare full and accurate minutes of those meetings as required by state statute.
- »» Manage the agenda management software and agenda preparation process for all meetings of the Board of County Commissioners, which includes proofing and editing over 500 documents per year.
- »» Develop the Board's annual meeting schedule, invocation schedule, and advisory board appointment schedule, manage the advisory board appointment process to ensure information on all County Board and Commission appointments is current and brought to the Board of Commissioners for action in accordance with the appointment schedule or as needed.
- »» Work closely with the County Attorney to ensure compliance with the North Carolina open meetings law, public record laws, and other applicable statutes with respect to meetings of the Board of County Commissioners, Board Committees, and records maintained by the Clerk to the Board.
- »» Work collaboratively with all County

- officials and departments.
- »» Official custodian of records of actions taken by the Board of County Commissioners.
- »» Document Processing, i.e. ordinances, resolutions, policies, etc.
- »» Respond to requests from the general public and media.
- »» Manage excise tax reimbursement process.
- »» Administer Oaths.
- »» Maintain research data base and conduct research upon request, internal and external requests.
- »» Draft documents upon request
- »» Compile reports as required by state statute.
- »» Manage Division goal setting, preparation and submission of the Division's annual budget request, monitor the division's spending, approve and submit purchase requests for the Division, ensure payment of invoices, and advisory board stipends.
- »» Manage Website for some Board of County Commission related matters, ie ordinances, minutes, meeting schedule, advisory boards, etc.
- »» Develop and monitor strategic plan for the Clerk's Division.

- »» Review operating practices and procedures to determine potential improvements in areas such as workflow, reporting procedures, or expenditures.
- »» Perform other related work as directed by the Board of Commissioners and/or the County Manager or his/her designee.
- »» Manage meeting logistics for Commissioners and other officials as necessary, including the bi-annual Board of County Commissioners Swearing-In Ceremony, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary.
- »» Must be available to work overtime
- »» Supervise staff and manage other human resources functions
- »» Manage the Clerk's Division's internal and external websites, including on-line speaker registrations.
- »» Troubleshoot matters relating to software used by the Division.
- »» Inform news media and/or general public of Board actions in response to inquiries or as otherwise deemed appropriate.

MINIMUM QUALIFICATIONS

Experience: Four years of related experience.

Education: Bachelor's Degree in Political Science, Public Administration or a related field.

Equivalent experience for education is accepted

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- »» State and Local laws, policies and procedures related to the operation of county government and boards of county commission, including but not limited to Open Meetings law; general practices and procedures of public meetings or hearings; and publication requirements.
- »» Proficient knowledge of Roberts Rules of Order
- »» Proficient knowledge of computer programs including agenda management software (i.e. Legistar, etc.), word processing, spread sheet and file maintenance programs (MS Office, Adobe Acrobat, Excel, etc.).
- »» Basic accounting and arithmetic.
- »» Business English grammar, punctuation, spelling and editing.
- »» Basic research methodology and sources.

Skilled in:

- »» Writing
- »» Editing
- »» Proofing
- »» Communicating with internal and external customers
- »» Listening and interpreting information received
- »» Analyzing Information
- »» Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

»» Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Abilities:

- »» Multi-tasks
- »» Work independently and use sound judgement
- »» Make decisions
- »» Supervise
- »» Build partnerships - Identify opportunities and take action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals.
- »» Planning and organization - Establishing courses of action for self and others to ensure that work is completed efficiently.
- »» Communication - Clearly convey information and ideas to others
- »» Adaptability - Maintain effectiveness when experiencing major changes in work responsibilities or environment; adjust effectively to work within new work structures, processes, requirements, or cultures.



COMPENSATION & BENEFITS

A competitive salary based on experience will be offered for the Clerk to the Board position with generous benefits. Benefits include medical, dental, vision care, flexible spending accounts, short- and long-term disability as well as basic and supplemental term life insurance. The selected candidate will be automatically enrolled into the North Carolina Local Government Retirement System upon their employment. In addition, there is optional participation in one of two deferred compensation plans, a 457 Plan or 401(k) Plan, with a 5% match from the County.



APPLICATION & SELECTION PROCESS



Qualified candidates may submit their resumes online [Careers.MeckNC.gov](https://careers.mecknc.gov). Resumes will be screened on the basis of the criteria outlined in this brochure.

For more information, please contact:
Charity Harris | Talent Acquisition Consultant
Office: 980-314-2718

Mecklenburg County Is an Equal Opportunity Employer and Values Diversity At All Levels Of Its Workforce.

Visit the Mecklenburg County's web site at: [MeckNC.gov](https://mecknc.gov)

*Follow your calling,
find your career*

